



524 4th St South, Sauk Centre, MN 56378
 Phone: (320) 352-2231 Fax: (320) 352-6455
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Minutes February 21, 2012 Meeting

MINUTES

**Sauk River Watershed District Regular Meeting
 Tuesday, February 21, 2012**

6:00 PM – Regular Meeting – Sauk River Watershed District Office, Sauk Centre

Managers Present:	Todd Foster, Jim Kral, John Harren, Larry Kuseske, Bob Mostad, Tim Lunsford, Virgil Rettig, Vern Vangness, Jason Scherping
Staff Present:	Holly Kovarik, Administrator; John Kolb, Attorney (Rinke-Noonan)
Guests Present:	Jason Weinerman, Bob Bjork
Manager's Absent:	

1. **The meeting was called to order by President Foster at 6:00 p.m. and the Pledge of Allegiance was recited.**
2. President Foster asked for additions or corrections to the agenda. The proposed agenda was reviewed and items were added by Administrator Kovarik. The agenda was approved by general consent of the board.
3. **Consent Agenda (approved by one motion)**
 - a. **January 1-31, 2012 Financial Report**
 1. Cost Share Funds Log Report
 2. Loan Funds Log Report
 3. Check Register for General Fund 101
 - b. **December 31, 2011 Fixed Asset Schedule**
 - c. **January 16, 2012 Board Meeting Minutes**
 - d. **Permits recommended for approval** - None
 - e. **Grant Applications for Approval** – None
 - f. **Resolutions for Approval-**

02-12	Personnel Policy Manual Updates February 2012 Revision
03-12	Viewers Association Membership
04-12	MAWD Annual Dues
05-12	Douglas County Kids Groundwater Festival Donation
06-12	Training Plan & Budget
07-12	2012 Scholarship Program
08-12	Donation of Stream Tables to Cold Spring Elementary

g. Board Action Items for Approval

03-12	Monitoring Equipment Purchase
04-12	Tentative Education Calendar

h. Loans, Grants, Appropriations

1. Grants

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required</u>	<u>Amount Encumbered/Paid:</u>	<u>Fund Code:</u>	<u>Pay to:</u>
Osakis Creamery	Swale and Basin	Contract Approval	\$50,000	325	
Tim Scheck	Riparian Restoration	Payment Request	\$5,070	326	Ilgen Excavating

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Paul and Mary Herzog	New well	Payment Request	\$308.75	324	Atkinson Well and Pump
Paul and Mary Herzog	New Well and Septic	Payment Request	\$85.00	324	Rodney Atkinson

2. **Loans**

<u>Landowner:</u>	<u>Project Installed:</u>	<u>Action Required:</u>	<u>Amount Encumbered/Paid:</u>	<u>Fund Code:</u>	<u>Pay To:</u>
Bob and Nancy Anderson	Septic System	Payment Request	\$6,450	222	Kraemer Trucking & Excavating
Paul and Mary Herzog	Septic System	Payment Request	\$449.25	224	Oak Electric Service Inc
Paul and Mary Herzog	New well	Payment Request	\$5,688.80	224	Atkinson Well and Pump
Paul and Mary Herzog	New well and septic	Payment Request	\$215.00	224	Rodney Atkinson
Paul and Mary Herzog	New septic and well	Payment Request	\$400	224	Herb Gerads

3. **Appropriations**

1.	Health Partners	Premium Payment	\$1,170.00	General Fund (GF)
2.	KDV	Year End Consulting	\$2,227.50	GF
3.	Houston Engineering	Drainage Records Modernization	\$2,588.00	GF
4.	Wenck	Lower Sauk Grant	\$4,020.00	322
5.	Wenck	Back Yard BMPS	\$207.50	325
6.	Wenck	CD15/26 Wetland	\$1,018.00	560
7.	Wenck	BWSR Storm water Initiative	\$955.50	325
8.	Stearns Co. Env. Services	Local Match for ISTS inspections of Sauk River and Lake Maria	\$3,125	324
9.	Stearns Co. Env. Services	Local Match for ISTS Inspections of Sauk River and Lake Maria	\$1,000	315
10	Stearns Co. Env. Services	Local Match for ISTS Inspections of Sauk River and Lake Maria	\$875	322

Manager Rettig made a motion to approve the consent agenda. The motion was seconded by Manager Vangness. The motion passed with all in favor.

4. **Old Business**

- a. **Stony Creek MRBI project discussion**- Tabled until a later date.

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- b. **Board meeting time discussion-** The board discussed moving the meeting time of the regular monthly meetings to 6 p.m. **Manager Rettig made a motion to change the start time of the regular monthly meetings to 6:00 p.m. The motion was seconded by Manager Mostad. The motion passed with all in favor.** President Foster asked for board input in regards to having meetings a few times per year in the afternoon so that staff is available to attend. **President Foster made a motion to conduct the July and December regular board meetings at 4:00 p.m. The motion was seconded by Manager Harren. The motion passed with all in favor.** Administrator Kovarik informed the board that the July meeting, which is intended to be a pontoon tour of Big Sauk Lake, interferes with Sinclair Lewis Days. Other possible meeting dates were discussed. **Manager Lunsford made a motion to move the July regular meeting to July 24, 2012. The motion was seconded by Manager Scherping. The motion passed with all in favor.**
 - c. **Drainage Records Modernization Grant Final Report-** Administrator Kovarik updated the board on the progress on the Drainage Records Modernization grant. The requirements were finalized and the report was signed off on. Houston is working on finalizing things on their end.
 - d. **Interactive Mapping Application-** Administrator Kovarik would like Houston Engineering to attend the March meeting to present the interactive mapping tool that will be live on the District's website soon.
5. **New Business**
- a. **2011 Education Program Report-** Adam Hjelm gave a presentation on the 2011 Education Program and what he would like to see in 2012. President Foster commended Adam Hjelm for a job well done.
 - b. **2012 Survey results for JD2 Sediment Ponds-** Adam Hjelm gave an update on the status of the JD2 Sediment Ponds. According to an Engineer, the trigger to begin cleaning the primary pond out is when it is 1/3 full. Once the pond becomes 50% full, it is no longer functioning. Clean out should be done when water levels are low, most likely around August. At this time, the pond is nearing 1/3 full and in Hjelm's opinion, the district needs to think about cleaning it out in August. If the spring brings heavy rains, the pond would be nearing 50%, which would render it nonfunctioning. **President Foster made a motion to put out a request for RFQ's and RFP's to do a clean out on the pond in the event that it is a wet season and a clean out is needed in 2012. The motion was seconded by Manager Harren.** After more discussion, **President Foster withdrew his motion. Manager Lunsford made a motion to begin the process with the timeline that the District will clean out the pond in 2012 at the appropriate time in the season and that we initiate the process now so that the District has a contractor lined up to do the clean out. The motion was seconded by Manager Rettig. The motion passed with all in favor.**

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- c. **Insurance Renewal-** Administrator Kovarik notified the board that the insurance was up for renewal and that she has made a request to meet with the agent.
 - d. **Annual Report Draft-** Administrator Kovarik submitted a rough draft of the annual report for the board to review.
 - e. **CMWEA Donation Request-** Administrator Kovarik stated that the District has been approached by CMWEA requesting the District to sponsor a video contest. There was discussion on whether the district should sponsor the contest or pay dues to CMWEA to be used for a variety of things. It was decided that this issue would be tabled until the next board meeting when more information is available.
 - f. **St. Cloud Rain garden Initiative RFP-** Tara Ostendorf informed the board that the District will be doing a Rain Garden Initiative in St. Cloud, as was done last year in Cold Spring. She put together a draft RFP to seek engineering services for this project. **Manager Lunsford made a motion to authorize staff to proceed with finalizing the RFP with the District Attorney and then proceed with the project. The motion was seconded by President Foster. The motion passed with all in favor.**
 - g. **Weed Harvester Project Vegetation Survey RFP-** Administrator Kovarik presented a draft RFP for doing a comprehensive vegetation survey on Big Sauk Lake. **Manager Lunsford made a motion to authorize staff to proceed with finalizing the RFP with the District Attorney and then proceed with the project. The motion was seconded by President Foster.** There was considerable discussion among the board and staff on who should do the survey and what the results will determine. **The motion passed with all in favor.**
6. **Reports**
- a. **Administrator's Report-Administrator Kovarik**
 1. **Overall Plan-** Administrator Kovarik handed out an update on the Overall Plan process. The next step will be having a meeting with staff, RESPEC, and the MPCA to create priority areas in each management district. After this is finished, tentatively in May, there will be a day-long meeting with staff, board, the SRWD Advisory Committee, MPCA, and the technical advisory committee to narrow down the concerns.
 2. **Legacy Forum Meeting-** Administrator Kovarik provided an article on the session attended by herself and Lynn Nelson.
 3. **Building Discussion-** Administrator Kovarik notified the board that the owner of the neighboring building approached the District wondering if there was interest in renting the building. By general consensus of the board, there was no interest.
 4. **E-link Reporting/year end reporting-** Administrator Kovarik updated the board on the status of the year end reporting and E-link.

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5. **Draft Year End Financials**- Administrator Kovarik informed the board that the audit has begun and final numbers should be ready to be presented at the March or April meeting.
6. **MDA grant application**- Administrator Kovarik informed the board that the district is partnering with the Stearns SWCD on a Department of Ag grant application. The district's part of the grant would be providing monitoring services. More information will be brought to the board if the grant is received.
7. **RIM/WRP grant application**- Administrator Kovarik informed the board about another grant applied for by the Stearns SWCD in partnership with the Watershed District focusing on the Getchell, Unnamed and Stony area.
8. **MRBI Applications updates**- Administrator Kovarik told the board that there is a coordinated effort happening on a new MRBI application. The target area for this application in Stearns County would be Pearl Lake and Mill Creek. The Stearns SWCD is the lead on the application and the district would do the monitoring. The Todd SWCD is the lead on another application for the Big Birch, Little Birch, and Adley Creek area. The district would be doing the monitoring.
9. **2012 Legislative Breakfast updates**- Administrator Kovarik has a schedule of meetings with legislators for those attending the 2012 Legislative Breakfast.
10. **County Fees**- Administrator Kovarik received notification from Stearns County that they would like to charge the District for the verification information requested by the auditors to reconcile special assessments. Attorney Kolb submitted an inquiry to the County Attorney and is waiting for a response back.
11. **Position Discussion**- Administrator Kovarik told the board that the vacant Ditch/Permit Inspector position is still being analyzed and a recommendation is not yet ready to be brought to the board.
12. **210th St Ravine Discussion**- Administrator Kovarik updated the board on the 210th Street Ravine project. The intent is to meet with Todd County staff to draft a progress report on that project.
13. **Water Quality Certification Program**- Administrator Kovarik made the board aware of media from the USDA promoting a certification program for farms to go through a process and meet certain goals to become certified for 10 years. Any new laws within that time frame, the farm would be exempt.
14. **Vidyo Conferencing Equipment**- Administrator Kovarik informed the board that the MPCA was kind enough to give video conferencing equipment to the District.
15. **File Cabinets**- Administrator Kovarik informed the board that there is a need for additional fireproof file cabinets in the future. The board

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- will look into where the money is best spent, whether that is new file cabinets or staff to scan documents into Alchemy.
16. **Budget/Chart of Account**- Tabled to another meeting.
 17. **Civic Engagement Training**-Administrator Kovarik told the board that she attended the MPCA's Civic Engagement Training. It was a very good training session and much of it will be incorporated into the District's planning.
 18. **SHRM Coursework**- Administrator Kovarik updated the board on the Human Resource course she is taking at St. Cloud State University.
 19. **Website**- Administrator Kovarik suggested to the board that the District update the look of the website. It is unknown at this time what the cost to do this would be.
 20. **Logo**- Administrator Kovarik asked the board for their thoughts on updating the District's logo. By general consensus of the board, it was decided to get some estimates, work with the chairman, and bring designs back to the board.
 21. **Interactive Map**- Administrator Kovarik told the board that Houston Engineering will be at the March meeting to demonstrate the interactive map.
 22. **Activity Report**- Administrator Kovarik mentioned that the Activity Report did not make it into the board packet.
 23. **Grant with Heiko Schoenfuss**- Administrator Kovarik informed the board that the grant that the District coordinated with Heiko Schoenfuss and St. Cloud State University was not selected. Heiko is going to re-tool the application and submit it for a LCCMR grant.
 24. **Pay Equity**- Administrator Kovarik reported that the District was required to file a pay equity report. The report has been submitted but needs to be officially approved by the board. **Manager Lunsford made a motion to approve the pay equity report. The motion was seconded by Manager Rettig. The motion passed with all in favor.**
 25. **Loan Application**- Administrator Kovarik noted that an additional loan application was received for Paul and Jackie Etle in the amount of \$10,000. **President Foster made a motion to approve the loan application for Paul and Jackie Etle in the amount of \$10,000. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**
 26. **Monitoring Program framework**- Administrator Kovarik has been working extensively with the Monitoring Coordinator, Heather Lehmkuhl, to create a handbook like was created for the BMP program.
 - b. **Attorney's Report**- Attorney Kolb reported that currently there are no bills pending for non-metro watershed districts so there shouldn't be any legislative changes that would affect this district.
 - c. **Ditch/Permit Inspector Report**

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1. **Permits**

- 1. **12-01 Highway 15 Interchange-** Tabled, no additional information.
- 2. **Getty Wind Farm-** Tabled, no additional information.
- 3. **Other-** Tara Ostendorf reported on additional permits that were received. Additional information was requested but did not arrive in time for the board meeting.

2. **Ditches**

- 1. **County Ditch 24 Additional Work-** Administrator Kovarik was hoping to have a change order for the meeting but calls to the contractor have not yet been returned. Tabled until the March meeting.
- 2. **County Ditch 15 & 26 Wetland Impacts-** Administrator Kovarik stated the District is working with Wenck in regards to the document. There will be more to report after the document is reviewed.
- 3. **Assessments Progress-** Administrator Kovarik informed the board that as of right now, the assessment project is on hold. Kovarik suggests that the district ask Todd County if they would be interested in doing this project. **Manager Mostad made a motion to ask Todd County if they would be interested in setting up the ditch assessments. The motion was seconded by Manager Lunsford. The motion passed with all in favor.**

- d. **Calendar Items-** Monitoring Summit was held, Legislative Breakfast, Audit is in the works, Incentive Report at March Meeting, R.I.V.E.R. Award, Frozen Fest.
- e. **Board Member Meeting Reports-** Manager Harren showed the board a magazine with BMP's featured.
- f. **Open Discussion for the Public** None

7. **Items for Next Meeting Agenda.**

- 8. **Adjourn.** President Foster made a motion to adjourn the meeting. There was no second to the motion. The motion died with a lack of a second. The meeting was adjourned by the general consent of the board. The time was 8:05 p.m.

NEXT MEETING: Regular Meeting– March 20th (Tuesday) at 6:00 p.m. –Sauk River Watershed District Office, Sauk Centre MN

Todd Foster, President

Date

Jim Kral, Vice President

Date

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Jason Scherping, Secretary

Date

Tim Lunsford, Treasurer

Date

Virgil Rettig

Date

Vern Vangsness

Date

Larry Kuseske

Date

Robert Mostad

Date

John Harren

Date

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